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APPENDIX G

RECORDS MANAGEMENT PROJECTS IN PROCESS

1. Forms Management Posters for Promotion of Various Aspects of Forms Management - Now in process of development.
2. Savings Cost System for Appraising the Value of the Forms Program - Development of system now in process.
3. Forms Management Handbook - Now being developed.
4. Training Program (Forms Management) - Training material now being developed.
5. Simplification of Procedures for Handling Classified Forms - Notice forwarded to office of DD/A for authentication.
6. Standardization of FI Information Reports - Coordination of press-proof copy now being effected. Final tests are scheduled.
7. Study of Stocked Forms Supply System - A procedure to simplify and make more efficient present methods of stocking forms is in process of development. Several meetings with Logistics Office personnel have been scheduled.
8. Standardization of OO Information Reports - Problem now under study.
9. Publish Forms Index - Publish on a quarterly basis numerical, alphabetical and functional forms indices. Project now being developed.
10. Reports Management Program (Office of Comptroller) - Completed draft of guide submitted to the Comptroller for review. Further action delayed pending reply.
11. Correspondence Handbook - Draft copy distributed by Regulations Control Staff for concurrence of all offices on 4 December 1953.
12. Correspondence Management Program Promotion - Proposed CIA notice and brochure now being developed.
13. Staff Study Justifying Need for Correspondence Management Program Supported by Regulation - Now in process of development.
14. Staff Study Justifying Need for Reports Management Program Supported by Regulation - Now in process of development.
15. Reports Management Program Promotion - Illustrated brochure now in process of development.
16. Writers' Guide - Staff study submitted to AD/A on 22 January for approval. Copy of this study attached for your

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information. Appendix H.

17. Facilities and Services of the Records Center - A summary of facilities and services available now being circulated internally for comment.
18. Records Center Operations Handbook - Now in process of development.
19. Reference Aid to Supplemental Distribution Material - An inventory and brief description of CIA publications now being circulated internally for comment.
20. Volume and Activity Inventory of Distribution Materials - For use in acquainting operating offices with amount and type of material in storage in order to facilitate destruction of surplus copies. Draft copy now being circulated internally for comment.
21. Records Disposal Ticker File - To be established in the Records Center to assure compliance with authorized destruction of scheduled records. Project not yet assigned.
22. Shelving Space Control File - Necessary for the proper control of Records Center space. Project not yet assigned.
23. Records Disposition Handbook - Was circulated informally for comments, and corrections have been made.
24. Records Management Regulations - Adequate regulations to cover the program are now in process of development.
25. Records Center Storage of TS Material - Interim procedure established and cleared with OGD.
26. Handbook for Standard Agency Filing System - Distributed by Regulations Control Staff for concurrence. Comments now being received.
27. Security Desk Trays - Coordinate requirements and initiate procurement for initial requests. Requests for 493 have been received with others still to be submitted.
28. Elimination of Central Administrative Files - Proposed revised regulation prepared but delayed because of organizational changes now in process.
29. Promotional Material Concerning the Use of Standard Filing Supplies - Now in process.
30. Standardization of Safe Cabinets - Representatives of this Office and the Security Office have been designated to meet with an inter-Agency committee.
31. Agency Microphotography Survey - Now in process and similar to Government-wide survey conducted by GSA.

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32. Microphotography Handbook - Project assigned but start is being delayed pending completion of other assignments.
33. Vital Materials Handbook - Now being developed.
34. Vital Materials Microphotography Projects are scheduled periodically for the following offices:

OSI
Logistics
Personnel

OSD
OS/Contacts
Security Office

35. Vital Materials Deposit Schedules for All Offices - Includes identification of materials, method and frequency of deposit, and disposition information. Schedules for 11 offices still to be completed.
36. Revised Courier Receipt System - Partially developed but further action delayed by other priority assignments.
37. Registry Address Directory for the Agency - Now being typed for submittal to the Regulations Control Staff for issuance.
38. Regulation and Related Handbook for Mail Service - In last stages of development but further action being delayed because of organizational changes now being made.
39. Construction of New Records Center - The proposed construction of the Records Center at [REDACTED] containing approximately 21,200 square feet, was proposed by this Office and I understand has now been approved by the Project Review Committee. I also understand that the Project Review Committee will recommend approval to the Director. The Logistics Office is in the process of preparing preliminary plans and specifications and selecting a site. It is hoped that a contract can be awarded for its construction by 1 April 1974. The status of the present interim Records Center in [REDACTED] involves a possible renewal of the lease by the Logistics Office. This is currently being discussed with the lessor by representatives of the Real Estate and Construction Division of the Logistics Office.

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